

SELECTMEN MEETING MINUTES
TOWN OFFICES COMMUNITY ROOM
25 BRYANTS LANE
MONDAY, AUGUST 29, 2005
6:00 P.M.

Member present: Selectman Jason Booth, Selectman Rich Lemoine, Selectman Kevin O'Connor, Selectwoman Karyn Puleo and Selectwoman Jacqueline Schnackertz.

The meeting was called to order. The Board and staff were introduced.

I. CITIZENS' TIME

The Chair asked if there were any residents not on the agenda who wished to speak this evening. No one came forward.

II. CORRESPONDENCE

Selectman O'Connor read the agenda as posted and the correspondence as submitted.

Motion by Selectman O'Connor to accept the correspondence as read, second by Selectwoman Puleo,
Vote – Unanimous

III. APPOINTMENTS

A. 6:05 P.M. Liquor License Transfer Request/310 Realty
LLC/361 Middlesex Road

The Clerk read the legal notice and the petition for a transfer of the liquor license at 361 Middlesex Road. The abutter notification was not required. The enclosed correspondence from the various departments was read into the record. The background check on the new manager was included and there were no problems. All the paper work appears to be in order.

Motion by Selectman O'Connor to open the hearing, second by Selectwoman Puleo,
Vote - Unanimous

Mr. & Mrs. Shanahan the petitioners attended the meeting to present their petition and to answer any questions the Board may have. The Shanahans have purchased the night club, Matthews, at 361 Middlesex Road. The Shanahans will refurbish the night club into a high end family restaurant. Mr. and Mrs. Shanahan are TIPS Certified. They plan to open the new restaurant in November or December. With the information gathered and hearing no further questions the Chair entertained a motion from the Board.

Motion by Selectman O'Connor to close the hearing, second by Selectwoman Puleo,
Vote – Unanimous

Motion by Selectman O'Connor to grant the application as submitted, second by Selectwoman Puleo,
Vote – Unanimous

B. 6:30 P.M. Liquor License Transfer Request/Stonehedge Associates, LLC/160 & 170 Pawtucket Blvd.

The petition for a liquor license transfer by Stonehedge Associates, LLC has been withdrawn without prejudice.

Motion by Selectman O'Connor to allow the applicant to withdraw without prejudice, second by Selectwoman Puleo,
Vote – Unanimous

Also, for the record, Attorney William Martin representing Mr. Gil Campbell was present and submitted a letter stating that if any further action is taken on this license that Mr. Campbell is to be notified.

C. 6:45 P.M. Manager Change Application/American Legion Post #247/Pawtucket Blvd.

Mr. John Burke was present to request a manager change for the American Legion. Mr. Burke is TIPS certified. The board had no issues or questions.

Motion by Selectman O'Connor to allow the change in manager at the American Legion as requested, second by Selectwoman Puleo,
Vote – Unanimous

D. 7:00 P.M. Library Director/Petition for Waiver

The Library Director, Emily Clausson, thanked the Board for allowing her to come before the Board to give any information necessary to complete the Library Waiver paperwork to be presented to the Mass Library Commission asking for a waiver on the minimum town contribution to the Library through the budgeting process. The Library was disproportionately cut during the budget process during the FY06 preparations. The paperwork was given to the Chair and along with Town Accountant the application will be completed and submitted to the Mass Library Commission on time. The Board thanked Emily for attending and for all of her help.

IV. ACTION/DISCUSSION

A. Approve Minutes of August 2, 2005 Meeting.

Motion by Selectman O'Connor to approve the Minutes of August 2, 2005 as submitted, second by Selectwoman Puleo,
Vote – Unanimous

B. Finalize Town Administrator's Job Description

Selectman Lemoine presented the Board with the final version of the Town Administrator's job description. He has been working with Mark Morse of MMA Consultant Group to finalize a job description. The Board thanked Rich for working on finalizing the job description.

Motion by Selectwoman Puleo to approve the final draft of the Town Administrator's Job Description, second by Selectman Booth,
Vote – Unanimous

C. Year End Budget Summary (Town Accountant & Treasurer)

The Treasurer and the Accountant were in attendance along with the Assistant Assessor and an Assessor to answer any questions on the free cash amount that was arrived at. Selectman Lemoine presented an overhead slide presentation of how the free cash was arrived at. Reasons for the higher than anticipated free cash include; the amount of money collected by the Town Collector especially in back taxes, motor vehicle excise, improved State Aid figures, and local receipts, and because of the departments being frugal in their spending returning an additional \$411,000. All of this added to about \$900,000. The Accountant must send the paperwork to the Dept of Revenue to have our free cash certified hoping to have the number certified by Town Meeting.

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The extra monies were not realized until after Town Meeting, after the close of the FY05 books. The Board will now work with the department heads to start the process of supplementing the FY06 budgets.

The Board recognizes that it will not be able to make everyone whole. The Assessors explained how hard it is to forecast what the actual new growth will be and this year the supplemental tax is new along with the new laws. The Board thanked everyone for their input and support and now the Board will begin discussions with everyone. The Chief of Police requested a meeting with the Board and is asking for the reinstatement of one officer and to reinstate the raises the Officers forfeited during the budget process to save one position. After much discussion the Board voted to allow the Chief to reinstate an officer using monies within his department.

Motion by Selectman O'Connor allow the Chief of Police to reinstate Officer Woods effective September 1, 2005 using the monies from within his budget, second by Selectwoman Puleo,
Vote – Unanimous

The Board thanked everyone for coming this evening, everyone did a tremendous job.

The Board scheduled a work session for September 7th at 6:00 PM and has asked that all the departments send their requests to the office so that the Board can discuss and review at the work session.

D. Approve New Contribution/Approve Schedule 19

The Board received and reviewed the new contribution schedule 19 and voted to approve.

Motion by Selectwoman Puleo to approve the new contribution schedule 19 and to have the Chair sign the form for the Board, second by Selectman O'Connor,
Vote – Unanimous

E. Set Special Town Meeting Date

Motion by Selectman O'Connor to set the Special Town Meeting date for Tuesday, October 11, 2005 and to allow the departments to submit requests by September 1, 2005, second by Selectwoman Puleo,
Vote - Unanimous

F. Accept Resignation/Assistant Town Administrator

The Assistant Town Administrator has submitted her resignation letter dated Monday, August 22, 2005. She has accepted a new position closer to home.

The Board thanked Amy for her professionalism and her dedication. Amy worked well with everyone at the town hall and she will be missed.

Motion by Selectman O'Connor to accept the Assistant Town Administrator's resignation with regret, second by Selectwoman Puleo,
Vote – Unanimous

V. ASSISTANT TOWN ADMINISTRATOR'S NOTES

There were only two announcements for the Council on Aging.

VI. SELECTMEN'S NOTES

The Board had several announcements, one was the zoning hearing by the Planning Board, and for drivers to be careful as School is open. Hearing no further discussions the Chair entertained a motion to adjourn.

VII. ADJOURNMENT

Motion by Selectman Booth to adjourn the meeting, second by Selectwoman Puleo,
Vote – Unanimous

The Board adjourned at 8:17 P.M.

Respectfully submitted,

Therese Gay,
Admin Assist.